



ST MARY'S SCHOOL HAMPSTEAD

TEACHING ASSISTANT

JOB PURPOSE

To support educational provision throughout the School as required.

RESPONSIBLE TO

SENDCo

THE ROLE

To provide learning support for children, as directed by the class teacher.

SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following responsibilities will be included in the duties which you may be required to perform:

- Child protection, discipline, health and safety.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

JOB DESCRIPTION

The duties and responsibilities in the job description are not restrictive and you may be required to undertake other reasonable duties from time to time. Any duties should not substantially change the general character of the post.

CORE RESPONSIBILITIES

- To support pupils inside and outside of the classroom.
- To take a pastoral role in dealing with the pupils.
- To keep up to date with policies and practice in the teaching of pupils.
- To contribute to academic record keeping.
- To help prepare and provide resources.

- To attend Staff Meetings and Staff Development sessions where appropriate.
- To provide support for pupils on school trips, visits and events as required.
- To help with the preparation of school events as required.
- To help display work if required.
- To carry out regular supervision/duties during break and lunch times as required.
- To assist in the tidying up at the end of each term and preparation for the new school term or year.
- To promote the School's best interests both in and out of working hours.
- To undertake reasonable duties as required by the Headmistress.

HOURS OF WORK

The hours of work are 8am – 1.15pm, with 15 minutes break daily, being 69% working. The part-time percentage is based on a full-time hours of 7.25 working hours per day, 5 days per week, term-time only.

TERMS

This role is on a fixed term basis until the end of the academic year 2024-2025 (31 August 2025).

PAY SCALE

This is a Level 1 role. St Mary's Teaching Support Staff Pay-Scales apply.

The current range (2024-25) for Level 1 is Point 10 £26,130 (FTE) – Point 13 £27,031 (FTE) .

Prorated for 69% working this reflects a range of £18,021 - £18,642.

PENSION SCHEME

The post holder will be automatically enrolled into the School's defined contribution pension scheme, which is available to all support staff. Further details are available from the Bursar.

BENEFITS

- Free lunch in term-time: Lunch is provided for all staff in the School dining room by our catering team daily during term-time. Tea and coffee are available in the staff room throughout the year.
- Cycle to work scheme: A Cycle to Work Scheme is available to all staff, covering Santander Cycles annual membership as well as bicycles and protective equipment.
- Counselling helpline: The School provides access to 24-hour counselling helpline.
- Bupa 24/7 Anytime Healthline: The School provides staff and their families access via CISC to a confidential medical advice helpline.
- Optical Express benefits: The School provides staff access via CISC to Optical Express benefits.
- Annual flu vaccine: Annual on-site flu vaccination is offered to all staff (in Autumn Term).
- Perks at Work: The School provides access to Perks at Work benefits for its staff. These provide discounts for purchases with thousands of retailers, as well as free online wellbeing classes.
- Critical illness cover: Critical illness cover through Canada Life providing £25,000 in the event of diagnosis with certain critical illnesses or medical conditions.